

# North Carolina Central University BDM Authorization Request

## Banner User Identification

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I. \_\_\_\_\_

Phone: \_\_\_\_\_ User Name: \_\_\_\_\_

## Banner Access Authorization

DATABASE INSTANCE      PROD                      TEST

Department: \_\_\_\_\_ Title: \_\_\_\_\_

Banner Document Management Approval Person \_\_\_\_\_  
(The Group Administrator that grants or approves access)

## Banner Security Assignments

### Power User Account

### Viewer Account

Please check the appropriate Security Classes the employee will need to perform their Banner Duties. A supervisor must sign and date to approve.

## Banner Document Management Suite Applications

Application	Access
B-A-ID	
B-A-IDGP	
B-F-DOCS	
B-F-GRNT	
B-F-ID	
B-F-PROP	
B-G-ID	
B-H-APPL	
B-H-EMPL	
B-H-ID	
B-H-POSN	
B-R-ID	
B-R-TREQ	
B-S-ADMIN	
B-S-CRSE	
B-S-DGRE	
B-S-ID	
B-S-SECT	

**BDM Security Classes**

<b>Access</b>	<b>Banner Security Classes</b>
	NCCU_BDM_USERS_Q_C (All BDMS Users)
	NCCU_BDM_FINAID_Q_C (For Financial Aid BDMS Users Only)
	NCCU_BDM_ADMISSIONS_Q_C (For Admissions BDMS Users Only)
	NCCU_BDM_SYSTEMS_M_C (For ITS BDMS Administrators Only)

**I certify that the user is entitled to receive access to BDM. I also acknowledge that I am responsible for notifying the BDM Administrator in Information Technology Services when changes in the employees' access are needed or when the user's employment at the university is terminated.**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Module Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I agree that by typing my name above and submitting this form, that I am agreeing to and electronically signing this document and that it will be binding on me to the same extent it would be if signed by me in person.**



